



**CONNECTICUT REAL ESTATE  
PRE-LICENSING COURSE APPLICATION**

STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
Connecticut Real Estate Commission  
165 Capitol Avenue Hartford CT 06106  
E-Mail: real.estate@ct.gov  
Fax No. (860) 713-7239

For Official Use Only

1. Complete this form. Type or print CLEARLY.
2. Use one form per course.
4. Return form to Agency at address shown above.

**SCHOOL CODE**

TYPE SCHOOL CODE IN BOX **ON-LINE PRE-LICENSING COURSES NOT PERMITTED.**

**SCHOOL:**

**CONTACT PERSON:**

**PHONE:**

**FAX:**

**E-MAIL:**

**EXACTLY AS IT WILL BE ADVERTISED**

**COURSE:**

**Section 1: REQUIRED ATTACHMENTS TO NEW COURSE APPLICATION**

1. ☐ **COURSE OUTLINE/SYLLABUS** - must contain number of minutes devoted to EACH element within the Outline/Syllabus. Include location, schedule of classes and advertising.
2. ☐ **COPY OF INSIDE COVER PAGE OF ALL TEXTS USED** (must include copyright or revision date of text).
3. ☐ **COPY OF ANY RELATED TEACHING MATERIALS OR HANDOUTS TO BE USED.**
4. ☐ **COPY OF FINAL EXAMINATION WITH ANSWER KEY**
5. ☐ **# OF CLASSROOM HOURS (not including examination).**

**Section 2: CHANGES TO A PREVIOUSLY APPROVED COURSE**

1. ☐ **TEXT**
2. ☐ **CLASSROOM HOURS** (not including examination)
3. ☐ **SYLLABUS**
4. ☐ **ADVERTISING**
5. ☐ **EXAM**
6. ☐ **LOCATION OF CLASSES**
7. ☐ **SCHEDULE OF CLASSES**

**CERTIFICATION OF SCHOOL OFFICIAL**

COURSES MAY NOT BE OFFERED AT A BROKERAGE OR APPRAISAL OFFICE.

- REAL ESTATE COMMISSION AND DEPARTMENT OF CONSUMER PROTECTION MAY REQUEST ADDITIONAL INFORMATION REGARDING AN APPLICATION AND RESERVES THE RIGHT TO AUDIT CLASSES ON A RANDOM BASIS.
- ANY CHANGES TO PREVIOUSLY APPROVED COURSES MUST BE FILED AND RECEIVE APPROVAL PRIOR TO OFFERING COURSE. (SECTION 20-314A-9)

**MY SCHOOL IS AWARE OF AND WILL ABIDE BY THE CT REGULATIONS REGARDING REAL ESTATE SCHOOLS AND COURSE OFFERINGS.**

Signature of School Representative

OFFICIAL USE ONLY  DCP Review	<input type="checkbox"/> <b>APPROVED</b> APPROVAL SUBJECT TO:  _____  _____	<input type="checkbox"/> <b>DENIED</b> REASON FOR DENIAL:  _____  _____	_____  DATE
	Signature of Real Estate Commissioner		